

One Rock Exhibit Move-In, Move-Out Procedures



MOVE-IN

The booth set-up time is **Friday 1:00pm – 6:00pm. Please do not arrive before 1:00pm**

ARRIVAL AT ONE ROCK FESTIVAL GATES

1. Booth vendors will drive to the venue and enter using the southern most access road to the rodeo grounds.
2. A Gate Team member will welcome you and assist you upon arrival.
3. You will be permitted to pull up to the Exhibition Hall area to unload. Before setting up, please park your vehicle in P2 the GENERAL PARKING area.

ARRIVAL AT ONE ROCK EXHIBIT AREA

4. When you get to the Exhibit area you will be greeted by our Team Leader. The Team Lead will direct you to your assigned booth. If you require assistance to unload and transport your materials, assistance will be available. There will also be 4 large maps with the booth lay-outs posted at the 4 entrances to the booths area.
5. When you arrive at your booth there will be a package of information for you.

This package will contain the following:
2 Week-end Booth Exhibitor wrist bands
Map of the Venue
Map of the Booth Lay-out
One Rock 2017 Program Guide
2 Parking Passes

MOVE-OUT

The booth take down time is **Sunday 2:30pm – 4:30pm**

1. Please organize your materials to be transported before you bring your car to the Exhibition Hall.
2. There may be One Rock Team members available to assist you in loading your car with your materials. Please ask if you need assistance.
3. We ask you to fill out the evaluation form and return to the team lead.

There is NO NEED TO CHECK OUT with any of the One Rock team but we would welcome the opportunity to thank you for your support and participate in making One Rock a meaningful and uplifting event for all our participants

EXHIBITOR(S) ADMISSION TO THE ONE ROCK FESTIVAL

1. Your booth is given 2 individual week-end wrist bands and two Booth Name Tags that can be transferred between booth staff.

EXHIBIT HOURS

The Booth Hours are as follows:

Friday	7pm – 9pm	
Saturday	9:30am – 11am	12:30pm – 9:00pm
Sunday	9:30am – 12pm	

If Vendors would like to have their booth open before or after these hours they are welcome to do so.

The Exhibit area and its vendors are closed during all 3 masses.

You are welcome to join us at mass. Several of the One Rock Team Members will stay in the booth areas to ensure that there is security for your merchandise and materials.

Please enjoy your time at One Rock.
Please join us at Mass, at some of the
Speakers' Sessions or at a concert

We value you as part of our One Rock community